

Employment Application

Programs, services, and employment are available to everyone equally. Please inform the Human Resources Department if you require reasonable accommodation for the application or interview.

Date: _____ / _____ / _____

APPLICANT DATA:

Position applied for: _____

Full Name: _____
Last First Middle

Address: _____ City: _____ State: _____ Zip: _____

Phone: (_____) Cell/Beeper/Other Phone: (_____)

E-Mail Address: _____

Date available to start: _____ Social Security # _____ Salary Requirement: _____

-

If you are under 18 and we require a work permit, can you furnish one?

YES NO

If No, Please explain: _____

Have you ever worked for this Company:

YES NO

If yes when: _____

Are you a citizen of the United States?

Yes
 No

If not are you legally allowed to work in the United States?

Yes
 No

Type of employment desired:

Full-Time
 Part-Time
 Temporary
 Seasonal

Have you ever pled "guilty," "no-contest," or been convicted of a crime?

Yes
 No

If yes give dates and details: _____

Answering "yes" to these answers does not constitute an automatic rejection for employment. Date of offenses, seriousness and nature of the violation, rehabilitation, and position applied for will be considered.

Driver/s license number if applicable to position: _____ State: _____

Who referred you to us? _____

EDUCATION:

High School: _____ Address: _____

of Years Completed: _____ Did you graduate?

Yes
 No

GPA: _____ Class Rank: _____

College/University: _____ Address: _____

of Years Completed: _____ Did you graduate?

- Yes
- No

Degree: _____

Major: _____ GPA: _____ Class Rank: _____

Other: _____ Address: _____

I: CHILD RELATED REFERENCES:

Please furnish the names, addresses and telephone numbers of three people to whom you are not related and by whom you have child care related references.

Name: _____ Phone: () _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone: () _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone: () _____

Address: _____ City: _____ State: _____ Zip: _____

Age group to care for preferred:

- Infant
- 1 to 3 years old
- 4 to 5 years old
- No preference

SUMMARIZE YOUR SPECIAL SKILLS OR QUALIFICATIONS:

PREVIOUS EMPLOYMENT (begin with most recent position)

Dates of Employment: From: ___/___/___ To: ___/___/___ Position(s) Held: _____

Firm: _____ Address: _____

Phone () _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for Leaving: _____

May we contact this employer for a reference?

- Yes
- No

Dates of Employment: From: ___/___/___ To: ___/___/___ Position(s) Held: _____

Firm: _____ Address: _____

Phone () _____ Supervisor: _____ Title: _____

Responsibilities: _____

Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for leaving: _____

May we contact this employer for a reference?

- Yes
- No

Dates of Employment: From: ___/___/___ To: ___/___/___ Position(s) Held: _____

Firm: _____ Address: _____

Phone () _____ Supervisor: _____ Title: _____

Responsibilities: _____


Starting Salary and Title: _____ Ending Salary and Title: _____

Reason for leaving: _____

May we contact this employer for a reference?

Yes

No



I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial, or medical history and other related matters as may be necessary for an employment decision.

I hereby release employers, schools or persons from all liability when responding to inquiries in connection with my application.

In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: _____ Date: _____